

PD-11 TRAINING ATTORNEY EXPECTATIONS

Consistent with ABA and NLADA standards and guidelines, I will effectively train the attorneys assigned to me. The responsibilities that I have undertaken include and are not limited to the following:

1. I will lead by example and set high personal and professional standards consistent with office policies, applicable regulations and standards of professionalism.
2. I will encourage and inspire the APD Trainees that I supervise to live up to our highest values and ideals.
3. I will foster a culture of effective and zealous representation that respects the inherent dignity of clients and values teamwork.
4. I will be available during the work day to assist the APD Trainees that I supervise and to set an example of a positive work ethic.
5. I will promptly communicate with the APD Trainees that I supervise all successes, strengths and deficiencies that I observe or become aware of.
6. I will document in writing all work by the trainees that are below the standards and guidelines of the office and provide a copy of this document to the APD Trainee's Senior Supervising Attorney as well to the Training Director.
7. I will pro-actively ensure compliance with the Rules of Professional Conduct and national standards and guidelines, by knowing the work of the APD Trainees.

The following activities are essential components of the hands-on training that I will provide.

- a. regular staffing of cases with trainees;
- b. regular training meetings with all trainees that I supervise;
- c. regular review of the pretrial motions prepared by the trainees;
- d. advising trainees on all aspects of a case;

- e. recommending and advising when it is appropriate for the trainees to file a demand for speedy trial;
 - f. encouraging all of the trainees to see their clients as soon as possible, with an emphasis on seeing all in-custody clients soon after the arraignment;
 - g. participating in as well as observing the trainee's pretrial motion practice;
 - h. participating in trials with the trainees on a regular basis, including the first two trials that the trainee has in each trial division of the office;
 - i. observing of the trainees when they are in trial with another APD;
 - j. providing appropriate constructive feedback to the trainee soon after the completion of a trial as well as after other courtroom practices;
 - k. assisting the new APD trainees at the court calendar when they are new to the trial division until the trainee is competent;
 - l. reviewing the depositions taken by the trainees and offer suggestions for more thorough and effective depositions;
 - m. educating the trainees regarding all sentencing issues that are relevant to the trial division that the trainee is assigned;
 - n. assisting the trainees in the understanding and application of the criminal rules of procedure that are relevant to the trial division that the trainee is assigned.
8. To help create, prepare and participate in trial division training as well as office-wide training.
9. To encourage all APD trainees to attend all trial division and office-wide training, especially all trial skills training.
10. To make recommendations regarding the APD Trainees movement to another courtroom as well as any promotions in the office.

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